



OFFICE OF
**INSPECTOR
GENERAL**
UNITED STATES POSTAL SERVICE

HIGHLIGHTS

August 30, 2013

Monitoring of Government Travel Card Transactions in the Southern Area

Report Number DP-MA-13-003

BACKGROUND:

The U. S. Postal Service uses the Government Services Administration SmartPay2[®] Program to administer the travel card program. Citibank[®] is the provider of the travel card for the Postal Service and issues VISA[®] branded travel cards to Postal Service employees for use while on official travel. Employees can use the SmartPay2 travel card for transportation, lodging, and other travel related services when traveling on official business. Postal Service policy states that employees may not use the government travel card for personal business and limits cash advances to \$50 per day of official travel.

To assist with the administration of the travel card program, each Postal Service area and district office has a travel card coordinator. In addition, the travel card coordinators monitor travel card transactions and identify unauthorized purchases and transactions that could indicate misuse or unusual activity.

There were 9,176 government travel cardholders in the Southern Area as of March 31, 2013, and 2,462 cardholders used their travel card in the previous 12 months. This includes 1,826 cash advance transactions for approximately \$367,000 and 31,754 purchase transactions totaling about \$6.6 million.

Our objective was to determine whether Postal Service travel card coordinators in the Southern Area were effectively monitoring government travel card transactions.

WHAT THE OIG FOUND:

The Southern Area travel card coordinators were effectively monitoring government travel card transactions. However, travel card coordinators can improve the monitoring of cash advances. Specifically, we identified 211 instances, totaling more than \$53,000, of inappropriate cash withdrawals for travel advances from April 2012 through March 2013.

WHAT THE OIG RECOMMENDED:

The Southern Area took actions during the course of our review and therefore, this report does not contain any recommendations. Specifically, the Southern Area distributed a *Citibank Travel Card Monitoring Standard Operating Procedure* to all travel card coordinators outlining coordinator duties and responsibilities. Additionally, the Postal Service provided Citibank Custom Reporting System training to all Citibank coordinators. The training included new reporting tools to aid travel card coordinators in monitoring cash advance and purchase transactions.